

# JOB VACANCY NOTICE

Chief of Mission  
Havana, Cuba

November 20, 2009

## Announcement Number: 09/70

**OPEN TO:** EFMs, and TCNs  
**POSITION:** Chief of Mission (COM) Residence Manager  
**OPENING DATE:** November 20, 2009  
**CLOSING DATE:** December 4, 2009 (or until filled)  
**WORK HOURS:** Opportunity for full-time or part-time employment;  
20-40 hrs/week. (When Actually Employed)  
**SALARY:** Regular Services at \$15.00/hr (Up to 40 hrs per week).

The Chief of Mission seeks an Eligible Family Member (EFM) or a Third Country National (TCN), for the position of Office Manager at the Chief of Mission Residence. **This is NOT- REPEAT NOT - an US Interests Section position. The incumbent works and is paid directly by the Chief of Mission.**

### BASIC FUNCTION OF POSITION

The incumbent is the Office Manager of COMR, and as such administers the daily operations of the house, including supervision of local staff, keeping timesheets, approving overtime, planning, executing, and accounting for representational and other social events, maintaining budgets and controlling expenditures, and assisting staff with shopping requirements for the Residence.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Management Office, [havanahr@state.gov](mailto:havanahr@state.gov).

### QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1) Completion of Secondary School (12<sup>th</sup> Grade or host country equivalent level) is required.
- 2) Two to three years experience in administrative/ government/ Para-professional services is required.
- 3) Level III (good working knowledge) English and Level II (Limited) Spanish is required.

4) Good working knowledge of Microsoft Office (Microsoft Word, Excel, Access), including good working knowledge of computer scanning equipment, and the storing and transmission of data using computers. (Test to be administered by the HR department.)

### **TO APPLY**

Interested applicants for this position must submit an application form. (DS-174)

### **SUBMIT APPLICATION TO**

USINT Human Resources Management Office.

### **POINT OF CONTACT**

Telephone: 833-3551/59 Extension 2403

FAX: 833-2095

E-mail: [HavanaHR@state.gov](mailto:HavanaHR@state.gov)

**CLOSING DATE FOR THIS POSITION: December 4, 2009 (or until filled)**

**CLEARANCE FOR THE JOB OPPORTUNITY**

Announcement Number: 09/70

Approved: MGT: KSullivan

Drafted: HR: AParmar

Cleared: HR: DRIED